

**SECRET**

4 NOV 1969

**MEMORANDUM FOR:** Deputy Director for Support**SUBJECT** : Records Installation Space [redacted] 25X1  
25X1 [redacted]**REFERENCE** : Memo dtd 6 Aug 69 to D/L fr DDS, Subject: Records Installation [redacted] 25X1

1. This memorandum is for your information only.
2. This is in reply to the referenced memorandum requesting a technical survey of buildings [redacted] 25X1 with a view towards converting available buildings or space within buildings to a records holding facility.
3. In an effort to identify possible sites for further consideration, a team headed by [redacted] Records Administration Officer, visited [redacted] September 1969 to survey various buildings and structures. Four sites were initially selected for further study, and two more sites were added later as Addendum Number 1. Attached is a preliminary engineering report on the alterations required at each of the six sites. Preliminary cost estimates are included. 25X1 25X1
4. The following figures, based on the attached report, are provided for your further evaluation:

<u>Structure</u>	<u>Alteration Cost *</u>	<u>Storage Area**</u>	<u>Cost (\$/Sq. Ft.)</u>
[redacted]	\$390,000	12,500 sq. ft.	\$31.20/sq. ft.
	\$500,000	10,800 sq. ft.	\$46.30/sq. ft.
	\$410,000	7,380 sq. ft.	\$55.55/sq. ft.
	\$370,000	8,860 sq. ft.	\$41.76/sq. ft.
	\$530,000	12,500 sq. ft.	\$42.40/sq. ft.
	\$340,000	7,850 sq. ft.	\$43.31/sq. ft.

\* Budgetary Estimate

\*\* Each square foot yields 2 cubic feet of storage space.

**SECRET**GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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25X1

**SUBJECT: Records Installation Space at** [redacted]

25X1

5. [redacted] of the Support Services Staff have requested the Real Estate and Construction Division (RECD) to evaluate availability of records storage space in the Metropolitan Washington area as an alternative to records storage space [redacted]

25X1

6. Based on a recent request by the Support Services Staff, RECD is also conducting a feasibility study on the use of moveable shelving to increase the capacity of the Records Storage Facility [redacted]

25X1

7. The Real Estate and Construction Division will continue to work closely with the Support Services Staff on each of the projects listed above.

Signed: George E. Maloon

**George E. Maloon**  
**Director of Logistics**

**Attachment**

**Distribution:**

Orig & 1 - Addressee w/att

① - C/SSS w/att

25X1

- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - OL/RECD Official w/att
- 1 - OL/RECD/EB Chrono wo/att
- 1 - OL Files wo/att
- 1 - D/L Chrono wo/att

25X1

OL/RECD/EB/ [redacted]

(30 October 1969)

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